



12 FAM 540

SENSITIVE BUT UNCLASSIFIED INFORMATION (SBU)

Changes

1. Due the amount of revisions being made in this subchapter all material is be treated as new.
2. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's Change Transmittal acronym and numerical series remains in place.
3. There is no text in *italics* and *dark magenta* that would reflect changes.
4. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions (Paper Copies)

1. Remove (TL:DS-61; 10-01-1999, 2 pages) and insert (CT:DS-117; 11-04-2005, 7 pages).
2. Insert this change transmittal letter immediately following the CT Checklist, fill in the entry line for CT:DS-117, and initial.

Distribution Notice

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2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5). A/RPS/MMS/P, Room B934, 202-736-7470, FAX 202-736-7472, handles all requests for paper copies, including non-

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3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal letter.

(DS/SI/IS)